



OFFICE OF THE CITY MANAGER

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: November 20, 2018

Subject

Overview of City Commissions and Recommendations for Improving Their Effectiveness and Communications with the City Council

Recommended Action

1. Conduct first reading of Ordinance No. ____: "An Ordinance of the Cupertino City Council Amending the Cupertino Municipal Code, Title 2, to Update, Clarify, and Improve Consistency in Various Provisions Pertaining to City Commissions"
2. Conduct first reading of Ordinance No. ____: "An Ordinance of the Cupertino City Council Adding Chapter 2.95 to the Cupertino Municipal Code, Title 2, to Establish the Teen Commission by Ordinance"
3. Conduct first reading of Ordinance No. ____: "An Ordinance of the Cupertino City Council Repealing Ordinance No. 006 and Amending Chapter 2.08 of the Cupertino Municipal Code Regarding Adoption of Robert's Rules of Order"
4. Adopt Resolution No. ____ Adopting Rosenberg's Rules of Order as the Official Parliamentary Procedures for City Council Meetings
5. Adopt Resolution No. ____ Adopting the City of Cupertino Code of Ethics and Conduct for Elected and Appointed Officials
6. Approve staff recommendations to improve efficiency and communication detailed in the Summary of Recommendations section of this report

Background

As part of the 2018-19 Work Program adopted on March 6, 2018, Council requested that staff explore the consolidation of certain commissions. However, at the study session held on July 31, 2018, Council directed staff to review the structure of all Cupertino commissions to explore options for improving efficiency and communication with Council overall.

The Cupertino City Council has created a total of ten commissions. There are typically five members of the public appointed by Council to serve on each commission that are selected based on their qualifications and expertise in the commission's subject matter. The primary role of a commission is to assist the Council in the formation of City policy by gathering information, weighing public input, and examining issues in depth to render a recommendation to the Council. This can include hearing public testimony on the Council's behalf, building community consensus for proposals or projects as directed by Council, reviewing written material, studying

critical issues, guiding the implementation of new programs or regulating established programs, assessing alternatives regarding issues of community concern, and ultimately forwarding recommendations to the Council for consideration. Commissions serve at the will of the Council, therefore, commissions can be created or disbanded and commissioners can be dismissed by a majority vote of the Council.

The following table summarizes the City’s commissions with brief descriptions of the community priority areas they are responsible for.

CUPERTINO COMMISSIONS			
Commission	Description	Meeting Frequency	Est. Duration
Bicycle Pedestrian Commission	Advises Council on transportation matters within Cupertino including bicycle and pedestrian traffic, parking, education, and recreation.	Practice: Monthly Mandate: At least every other month	2 hrs
Fine Arts Commission	Fosters, encourages, and assists in the realization, preservation, and advancement of fine arts for the benefit of the citizens of Cupertino.	Every other month	2+ hrs
Housing Commission	Assists in recommending housing policies and strategies, monitoring affordable housing projects, and identifying sources of funding for affordable housing.	Practice: Monthly Mandate: At least quarterly	1-1.5 hrs
Library Commission	Advises Council regarding library service in the community and serves as liaison between the City and the Santa Clara County Library JPA.	Practice: Monthly Mandate: At least every other month	2.5 hrs
Parks & Recreation Commission	Advises Council on parks and recreation related activities, including park site acquisition and development, community activities, and recreation policies.	Monthly	2.5 hrs

Commission	Description	Meeting Frequency	Est. Duration
Planning Commission	Advises Council on land use matters including the City's General Plan, implements the General Plan through the administration of specific plans, zoning and subdivisions, and establishes a standing subcommittee for design review.	Twice a month	1-4 hrs
Public Safety Commission	Advises Council on areas relating to public safety, traffic, police, fire and other areas where public safety may be of concern.	Practice: Monthly Mandate: At least every other month	2.5 hrs
Sustainability Commission	Advises Council on major policy and programmatic areas related to the environmental goals in Cupertino's Climate Action Plan and General Plan's Environmental Resources/Sustainability Element.	Practice: Monthly Mandate: At least quarterly	2 hrs
Teen Commission	Advises Council and staff on issues and projects important to youth in the Cupertino community.	Twice a month (Sept-May) Monthly (Jun-Aug)	2.5 hrs
Technology, Information, & Communications Commission (TICC)	Advises Council on all matters relating to telecommunications in Cupertino and provides support for community access television.	Practice: Monthly Mandate: At least quarterly	2 hrs

Discussion

To explore improving efficiency and communication, staff reviewed the City's current commission structure and conducted a survey of 16 local cities to determine best practices. Staff also reached out to commissions through email and attended commission meetings to gather feedback and input on draft recommendations. Input received from commissions was used to refine the recommendations included in this report. Due to scheduling, staff will continue to attend commission meetings to gather feedback, which will be presented to Council on November 20th.

Communications with Council

Council Liaisons

Currently, each commission is assigned a staff liaison whose role is to provide administrative support and information that will assist commissioners throughout the decision-making process. In addition to staff liaisons, some cities also have Council liaisons that are assigned to commissions to help facilitate the exchange of information between a Council and its commissions. While Cupertino does not have council liaisons for commissions, almost half of the local cities surveyed do assign councilmembers to commissions. Of these cities, Milpitas, Palo Alto, and Sunnyvale do not assign Council liaisons for quasi-judicial commissions, such as the Planning Commission.

COUNCIL LIAISONS IN OTHER CITIES	
Council liaisons are assigned to Commissions	Council liaisons are NOT assigned to Commissions
LOS ALTOS LOS ALTOS HILLS MILPITAS (except quasi-judicial) PALO ALTO (except quasi-judicial) SAN JOSE SAN MATEO SUNNYVALE (except quasi-judicial)	CUPERTINO CAMPBELL GILROY LOS GATOS MENLO PARK MORGAN HILL MOUNTAIN VIEW REDWOOD CITY SANTA CLARA SARATOGA

Cities with Council liaisons have found that this structure can provide an opportunity for commissioners to connect with a member of the Council and receive guidance regarding Council processes. Council liaisons can also report back to the entire Council regarding commission updates and monitor commission performance when necessary. However, some cities indicated that the Council liaison role is not well-defined and may be duplicative of the staff liaison. It is also important to consider that Council liaisons could be pressured to speak on sensitive issues or have undue influence on items before the Commission due to their councilmember status. As a best practice, there are parameters placed on Council liaisons. For example, Council liaisons may attend their assigned commission's meetings but do not actively participate as a member of the commission. Based on feedback from the surveyed cities, Council liaison attendance is generally not consistent. Also, they are not to speak on behalf of the Council on matters that were not previously discussed with the Council as a whole.

Commissions showed some interest in having Council liaisons. Some commissioners felt it would be a good opportunity to keep the Council informed of their work and recommended rotating the Council liaison assignments. They also saw Council liaisons as an opportunity to receive guidance when developing their work programs, however, this could be an issue if the guidance was not decided on by the full Council. Other commission members expressed concerns about

having one councilmember attend as opposed to having input from the full Council. The Parks and Recreation Commission, Technology Information & Communications Commission (TICC) and a member of the Fine Arts Commission felt that they were well supported by their staff liaison and that a Council liaison may not add significant value.

Due to the potential duplication of effort with the staff liaison, and the need to have direction for commissions come from the full Council, staff does not recommend assigning Council liaisons. Instead, staff recommends other methods of engagement in the following sections.

Work Programs

Work programs provide an opportunity for commissioners to identify the different priorities and projects that each commission will be working on during the year that are consistent with Council direction. Currently, Cupertino commissions are not required to have their work programs approved by Council. The survey of local cities found that most commission work programs are formally approved by Council. The City of Los Altos goes a step further and has commission work programs reviewed at a joint meeting between the commission and the full Council. Requiring that work programs be approved by Council ensures that commissions are working to further Council priorities and may improve Council’s engagement by focusing annual reviews on each commission’s deliverables. This process would result in each of the work programs coming to Council as additional items, but allow an opportunity for Council to provide more guidance and direction to commissions.

COMMISSION WORK PROGRAMS IN OTHER CITIES		
No formal work program required	Work programs are formally approved by Council	Work program reviewed at joint meeting with Council
CUPERTINO CAMPBELL LOS ALTOS HILLS PALO ALTO SAN MATEO SANTA CLARA	GILROY LOS GATOS MENLO PARK MORGAN HILL MOUNTAIN VIEW REDWOOD CITY SARATOGA SAN JOSE SUNNYVALE MILPITAS (in the process of formalizing this requirement)	LOS ALTOS

Most commissions were supportive of having Council-approved work programs. There was some concern regarding the flexibility of work programs and a desire to be able to update them as needed. The Library Commission expressed concern that formal approval may delay the implementation of work programs. TICC suggested that Council develop a strategic plan for the City that the commissions could organize their work around. Staff recommends that each

commission be required to submit an annual work program for Council approval. Guidelines would be provided to commissions to ensure that work plans reflect high-level objectives. To allow for flexibility, only significant changes to approved work plans would be subject to Council review.

Mayors Meetings

Cupertino is unique when it comes to the monthly Mayor's meeting, in which representatives from each commissions meet with the Mayor to discuss updates. No other cities hold a monthly Mayor's meeting with commissioners. Instead, commissioners in other cities provide updates to Council by other means. For example, Menlo Park requires commissions to provide a quarterly report to Council. Mountain View has an annual meeting for commission updates which includes the chair of each commission. Sunnyvale has an annual meeting with the Mayor, Vice-Mayor, and all commission chairs and vice-chairs to confirm that they are following policies regarding organization and structure. The City of Santa Clara has a joint meeting with their full Council and a different board or commission each month to provide updates and information on upcoming events.

While not included in our survey of 16 local cities, Walnut Creek holds a meeting similar to Cupertino's Mayor's meeting. It is a quarterly informational meeting in which the Mayor, Mayor Pro Tem, and all commission chairs and vice-chairs give updates to one another. Minutes are taken by the City Clerk or Deputy City Clerk and after they are approved, the minutes are included as a report out to the rest of the Council. Walnut Creek staff have found this quarterly meeting to be beneficial as it is well attended, allows commissioners to hear what others are working on, and provides an opportunity for commissioners to voice their concerns to the Mayor. In-line with Walnut Creek, it may be beneficial to have minutes taken at Cupertino's Mayor's meetings that are then provided to the full Council. This would add another level of engagement between commissions and Council. To accomplish this, either an attendee of the meeting would take minutes or staff time would be required to capture the meeting minutes.

Commissions highly appreciate the monthly Mayor's meeting and find it a very valuable way to connect with Council and other commissions. Some commissioners expressed that the Mayor's meeting could be improved with more structure such as an agenda. Others were opposed to having minutes for the Mayor's meetings as approval of minutes would be difficult as different commissioners attend. Staff recommends that the Mayor provide a summary update on the Mayor's meetings during the reports out to Council to keep the remaining councilmembers informed.

Efficiency and Consistency

Protocol: Parliamentary Procedure

Staff reviewed each commission's current meeting protocols and procedures to identify any areas that could be improved. Currently, commissions may adopt rules and procedures, with Council approval, to help them accomplish their duties. If no such rules or procedures are adopted, Robert's Rules of Order may be followed but are not required. To date, no commissions have

adopted formalized procedures. In practice, while some commissions follow Robert’s Rules of Order, most commission meetings do not follow a formal parliamentary procedure. According to Ordinance No. 006, Council may also adopt specific rules and procedures, but in the absence of any such procedures, the Council is governed by “Robert’s Rules of Order—Revised” 75th Anniversary Edition as published in 1951.

To facilitate productive meetings, Council should consider formally adopting a parliamentary protocol for commissions to follow. This standardization would not only help clarify the structure of meetings but also assist in streamlining training for commissioners and staff liaisons. A few examples of parliamentary procedures are Rosenberg’s Rules of Order (Attachments G & H), Robert’s Rules of Order (Attachment I), and the Sturgis Parliamentary Procedure (Attachment J). The City Clerk’s Office recommends Rosenberg’s Rules of Order as they are user-friendly and more easily understood than other procedures. Most of the local cities surveyed use Robert’s Rules of Order. However, the City Clerk conducted a wider-reaching survey of California cities in which most cities used Rosenberg’s Rules of Order (Attachment K).

Some commissions were unsure whether a formal parliamentary procedure was necessary and appreciated the informality of their meetings. Other commissions were supportive of standardizing parliamentary procedures across commissions. The Parks and Recreation Commission preferred Rosenberg’s Rules of Order and found Robert’s Rules of Order to be unnecessarily complex. Staff recommends that Council adopt Rosenberg’s Rules of Order for all commissions. For consistency, staff recommends that Council consider adopting Rosenberg’s Rules of Order for Council meetings (Attachments E & F).

Protocol: Minutes and Records

It is standard practice for all commissions to have minutes taken for their meetings. Currently, the City’s commissions take either action minutes or summary minutes. Most other cities surveyed take action minutes, but some have a mixture of both summary and action minutes in their commissions. Cupertino’s Planning Commission and Parks and Recreation Commission are also video recorded. All other cities surveyed also video record their Planning Commission meetings but typically do not video record other commissions. About half of the cities surveyed audio record their other commissions, only three of which post them online.

COMMISSION MEETING RECORDS IN OTHER CITIES		
City	Type of Commission Minutes	Commissions Recorded
CUPERTINO	Action and summary	Planning Commission and Parks and Recreation Commission are video recorded and posted online. None of the other commissions are audio recorded.

City	Type of Commission Minutes	Commissions Recorded
CAMPBELL	Action and summary	Planning Commission is video recorded and posted online. None of the other commissions are audio recorded.
GILROY	Action w/ brief summary	Planning Commission is video recorded and posted online. All other commissions are audio recorded (not posted online).
LOS ALTOS	Action	Planning Commission is video recorded and posted online. All other commissions are audio recorded (not posted online).
LOS ALTOS HILLS	Action and summary	Planning Commission is video recorded and posted online. None of the other commissions are audio recorded.
LOS GATOS	Action	Planning Commission is video recorded and posted online. All other commissions are audio recorded (not posted online).
MENLO PARK	Action w/ summary minutes for Planning Commission	Planning Commission and Complete Streets Commission (Special meetings) are video recorded and posted online. None of the other commissions are audio recorded.
MILPITAS	Action w/ summary minutes for Planning Commission	Planning Commission is video recorded and posted online. All other commissions are audio recorded (not posted online).
MORGAN HILL	Action	All commission meetings are video recorded and posted online.
MOUNTAIN VIEW	Action	Planning Commission is video recorded and posted online. All other commissions are audio recorded and posted online.
PALO ALTO	Summary w/ verbatim minutes for Planning & Transportation Commission	All commissions are video recorded and posted online.

City	Type of Commission Minutes	Commissions Recorded
REDWOOD CITY	Action w/ summary minutes for Planning Commission	Planning Commission is video recorded and posted online. None of the other commissions are audio recorded.
SAN JOSE	Action	Planning Commission is video recorded and posted online. All other commissions are audio recorded (not posted online).
SAN MATEO	Policy outlines action minutes but is a mix of action and summary minutes in practice	Planning Commission, Sustainability & Infrastructure Commission are video recorded and posted online. Some commissions are audio recorded (not posted online).
SANTA CLARA	Action	Planning Commission is video recorded and posted online. All others commissions are audio recorded and posted online.
SARATOGA	Action	Planning Commission is video recorded and posted online. None of the other commissions are audio recorded.
SUNNYVALE	Action	Planning Commission is video recorded and posted online. All other commissions are audio recorded and posted online.

If Council desired to require audio recordings of commission meetings, this could be accomplished in a few different ways. One way is to provide each commission staff liaison with a recording device. A high-quality audio recorder would have an estimated cost of \$60-\$100 per device. Additional staff time required would be minimal. Alternatively, the staff liaison could use their City-issued iPad to record if they have one. The IT Department is currently exploring the potential of outfitting City conference rooms with audio recording equipment and the associated costs. If audio recordings are done, they would be considered public record and would be subject to public records requests and the City’s retention schedule. The current retention schedule stipulates that the audio recording should be kept for 30 days or until the meeting minutes are approved, whichever is longer. Council could decide to extend the retention schedule and make recordings available online.

The Sustainability Commission and Library Commission prefer summary minutes. TICC expressed a preference for action minutes. The Parks and Recreation Commission felt that action minutes would be acceptable if there were a video or audio recording available, otherwise

summary minutes are preferred. Staff recommends that Council require either summary minutes or action minutes with audio recordings for all commissions. Summary minutes take additional staff time, but provide a more detailed description of the discussions leading up to the actions in the meeting. Action minutes would reduce staff time as well as strictly communicate the facts and actions of the meeting rather than including an interpretation of the discussion. When action minutes are accompanied by audio recordings, the recordings can be referenced for additional detail. If action minutes are selected, staff recommends that Council direct staff to update the retention schedule to make audio recordings a permanent record.

Duplication

Initially, there was a concern regarding the duplicative mandates of commissions. As discussed at the July 31st Study Session, commissions typically do not overlap in practice. However, in the Cupertino Municipal Code, there are areas of potential duplication. For example, the Parks and Recreation Commission mandate does include, "Sheriff, Library, Fire, and Disaster Preparedness," which may be considered as areas under the Library and Public Safety Commissions. To address this, staff has proposed removing this language as part of the draft ordinance amending the Municipal Code to clarify and improve consistency (Attachment A).

In addition, the non-profit Senior Advisory Council was reviewed to evaluate whether a Senior Commission would be beneficial or duplicative. In the past, the City had a Senior Citizen Commission. However, in 2009, the Senior Citizen Commission agreed to be dissolved as they had significant overlapping functions with the Senior Advisory Council and the members of the Senior Center recognized the Advisory Council as the representing body. The Advisory Council has four Board Members and 15 committee members, which meet every other month. Staff estimates that the Advisory Council requires about 3.5 hours of staff time per meeting. The Advisory Council is primarily advisory to staff and discusses programs at the Senior Center and receives updates on community group activities. When requested, they do address citywide issues involving senior citizens such as participating in the Age Friendly Cities task force.

The Advisory Council does not serve at the will of the Council and while it is representative of Senior Center members, may not always be representative of the City's senior demographic population overall. With a Senior Commission, Council could select Cupertino residents as commissioners and direct their work. Staff estimates that a Senior Commission would take about six hours of staff time per meeting. Similar to most other City commissions, the commission would likely meet monthly or every other month. The table on the following page indicates that about half of the local cities surveyed have a Senior Commission. If a Senior Commission is formed, the Advisory Council would continue to advise staff on Senior Center operations as they are the non-profit body that has formed specifically around Cupertino's Senior Center programming and facilitates the bingo program. In addition, with both a Senior Commission and the Senior Advisory Council, there may be the potential for duplication as seen in 2009.

The Parks and Recreation Commission felt that the current set up with the Senior Advisory Council appears to be functioning well, however, they would like to receive periodic updates

from the Advisory Council. Staff recommends that the Parks and Recreation Commission collaborate with the Senior Advisory Council to address any requests from Council regarding senior citizen issues. As part of this recommendation, staff has included “senior services” in the Parks and Recreation Commission’s mandate in the proposed Municipal Code amendments in Attachment A. In addition, staff recommends that Council request that the Advisory Council consider providing quarterly updates to the Parks and Recreation Commission.

SENIOR COMMISSIONS IN OTHER CITIES		
Cities	Senior Commission	Staff Liaison
CUPERTINO	Senior Advisory Council	Recreation Supervisor
CAMPBELL	N/A	N/A
GILROY	N/A	N/A
LOS ALTOS LOS ALTOS HILLS	Senior Commission (LA/LAH shared)	Rec. Supervisor
LOS GATOS	Community & Senior Svcs Commission	Assistant Town Manager
MENLO PARK	N/A	N/A
MILPITAS	Senior Advisory Commission	Rec. Supervisor & Public Svcs Attendant
MORGAN HILL	N/A	N/A
MOUNTAIN VIEW	Senior Advisory Committee	Rec. Supervisor
PALO ALTO	N/A	N/A
REDWOOD CITY	Senior Affairs Commission	Parks, Rec., & Community Svcs Manager
SAN MATEO	Senior Citizens Commission	Comm. Svcs Section Manager
SANTA CLARA	Senior Advisory Commission	Rec. Supervisor
SARATOGA	N/A	N/A
SUNNYVALE	Senior Center Advisory Committee (advisory to staff & appointed by staff)	Senior Center Manager
SAN JOSE	Senior Citizens Commission	Rec. Supervisor

Facilitating Collaboration

While duplication doesn’t appear to be an issue of concern within the City’s commissions, there will inevitably be issues and topics that are relevant to more than one commission’s expertise. For example, traffic safety could be relevant to both the Public Safety Commission and the Bicycle Pedestrian Commission. Currently, the Commissioner Handbook does have a section regarding “Relations with Other Boards, Commissions, and Committees.” Staff intends to revise this section to explain that in instances where a topic is relevant to more than one commission, the relevant commissions should work collaboratively on the project or recommendation so that all viewpoints can be considered, minimizing duplication or conflict.

There are multiple junctures at which a topic can be identified as a candidate for collaboration. Most cities rely on the staff liaison to identify issues in their commissions which may be relevant to others. Likewise, Cupertino staff liaisons should be trained to be aware of any items that call for collaboration. Additionally, if all commissions have work programs approved by Council, the Council may direct commissions to collaborate on any items. The Mayor’s monthly meetings

with commissions could also be a venue for fellow commissioners or the Mayor to identify issues of mutual interest.

Committees

Cupertino has six regular committees and a Disaster Council, as outlined in Attachment L. The Disaster Council has the Mayor, or their designee, serve as chair and supports the City's emergency management and preparedness responsibilities. All committees, except for the Design Review Committee, are subcommittees of Council where one or two councilmembers are assigned as members along with members from the public or staff. The Design Review Committee is made up of Planning Commission members and is a subcommittee of the Planning Commission. These committees are subject to the Brown Act.

If Council formalizes protocol changes for commissions such as standardizing the type of minutes taken, adopting a standard parliamentary procedure, and implementing audio recordings, it may be relevant to consider extending these protocol decisions to committees as well. Committee liaisons were generally supportive of a standard parliamentary procedure, however, there were some concerns regarding the minutes. Due to the sensitive subject matter of some committees, allowing committees to continue having discretion over their minutes and records may be beneficial. Staff recommends adopting Rosenberg's Rules of Order for committees as well, but recommends leaving the minutes and records up to the discretion of the committee.

Internal Consistency: Municipal Code Amendments

Staff identified inconsistencies within the Cupertino Municipal Code. For example, the Teen Commission is the only commission not codified. To address this, staff has proposed a draft ordinance to add the Teen Commission to the Municipal Code (Attachment C).

There are also inconsistencies in the language regarding record keeping and the references to the resolution governing advisory bodies. In addition, the chapter outlining the Disaster Council has two sections on membership that have contradictory assignments of Vice-Chairperson. To address these issues, staff has proposed a draft ordinance amending the Municipal Code to clarify and improve consistency (Attachment A).

Code of Ethics and Conduct

In reviewing commission policies and guidelines from other cities, staff found that the majority of cities had adopted a formal code of conduct or ethics for commissions to abide by. Typically the code applies to the city's councilmembers as well, unless they have a code specific to Council. A code of ethics and conduct can cover topics ranging from conflict of interest, confidentiality, advocacy, acting in the public interest, and proper use of an individual's City title. While all cities indicated that a commissioner can be dismissed by a vote of the Council, a few cities such as San Mateo, Santa Clara, and Sunnyvale clearly state that any violation of the code of ethics and conduct are grounds for removal as a commissioner. Except for Sunnyvale, the cities surveyed did not have formal written procedures for the removal process. In practice, removal typically

involves a letter of reprimand to the commissioner in violation, followed by a discussion and decision by the City Council to formalize the dismissal.

Commissions were very supportive of adopting a code of ethics and conduct. Staff recommends that Council adopt the draft resolution to adopt a code of ethics and conduct for all elected and appointed officials (Attachment D).

Summary of Recommendations

The staff recommendations in this report are summarized below:

1. Require that all commissions submit an annual work program for Council approval. Only significant changes to approved work plans would be subject to Council review.
2. Have the Mayor provide a summary update on the Mayor's meetings during the reports out to Council to keep the remaining councilmembers informed on commission activities.
3. Adopt Rosenberg's Rules of Order for all commissions and committees.
 - a. For consistency, adopt Rosenberg's Rules of Order for City Council meetings (Attachments E & F).
4. Require that all commissions take the same type of minutes. Choose either:
 - a. action minutes and audio recordings with the retention schedule updated to reflect that audio files should be permanent records; or
 - b. summary minutes.
5. Direct the Parks and Recreation Commission to collaborate with the Senior Advisory Council when addressing senior citizen issues and request that the Senior Advisory Council consider providing quarterly updates to the Parks and Recreation Commission.
6. Conduct first reading of Draft Ordinance to Amend the Municipal Code to Clarify and Improve Consistency (Attachment A).
7. Conduct first reading Draft Ordinance to Add Teen Commission (Attachment C).
8. Adopt Draft Resolution to Adopt a Code of Ethics and Conduct for Elected and Appointed Officials (Attachment D).
9. Require elected and appointed officials to sign and acknowledge receipt of the Code of Ethics and Conduct.

Next Steps

If the above recommendations are approved by Council, staff will update the Commissioner's Handbook accordingly and prepare training for all commissioners and staff liaisons. Training will be provided for all incoming and sitting commissioners.

Fiscal Impact

The fiscal impact of the proposed recommendations is minimal. Standardizing parliamentary procedure may improve meeting flow and result in shortened meeting length, saving staff time that can be spent on other projects. However, additional staff time will be required in order to train commissioners and liaisons on the approved procedures. If Council chooses to require action minutes with audio recordings, this is estimated to cost between \$600 and \$1,000 for the

recording equipment. If summary minutes are required, this would take additional staff time. It is estimated that summary minutes take twice as long to draft as the total the meeting length.

Prepared by: Katy Nomura, Senior Management Analyst

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved for Submission by: Amy Chan, Interim City Manager

Attachments:

- A – Draft Ordinance to Amend the Municipal Code to Clarify and Improve Consistency
- B – Redline of Municipal Code Amendments to Clarify and Improve Consistency
- C – Draft Ordinance to Add Teen Commission
- D – Draft Resolution to Adopt a Code of Ethics and Conduct for Elected and Appointed Officials
- E – Draft Ordinance Repealing Ordinance 6 and Amending Municipal Code Chapter 2.08 Regarding Robert's Rules of Order
- F – Draft Resolution to Adopt Rosenberg's Rules of Order as the Official Parliamentary Procedures for City Council Meetings
- G – Rosenberg's Rules of Order
- H – Rosenberg's Rules of Order at a Glance
- I – Robert's Rules of Order at a Glance
- J – Parliamentary Procedure at a Glance - Sturgis
- K – City Survey on Parliamentary Procedures
- L – City of Cupertino Committees